

Human Resources Contact

T: (510) 747-4900 | F: (510) 865-4043 | E: hr@alamedaca.gov

Jessica Romeo - Human Resources Director

T: (510) 747-4916 | E: jromeo@alamedaca.gov

(Department Assignment: City Manager & Fire)

Chris Low - Senior HR Analyst		Steve Woo - Senior HR Analyst	
DOT Management and Oversight Unemployment Insurance Administration Department Assignments: Alameda Municipal Power Contact: T: (510) 814-5608 E: low@alamedamp.com		HRIS & ESS Oversight Leave Oversight & Administration Protected Leave Administration (FMLA/CFRA/PDL/ADA) SDI/PFL/Catastrophic Leave Worker's Comp & Interactive Process IDR Processing Safety & Training Department Assignments: Community Development Contact: T: (510) 747-4910 E: swoo@alamedaca.gov	
Nafisah Ali - Senior HR Analyst		Noelle White - HR Analyst II	
Benefits Administration (Health, PERS, PARS, 457 & 401) Staff Appreciation ACA Reporting Laserfiche, HRIS, & ESS Oversight Minimum Wage Department Assignments: Fire (Recruitments) Public Works Recreation & Park Planning, Building & Transportation Contact: T: (510) 747-4909 E: nali@alamedaca.gov		Neogov Oversight/Administration Recruitment - Test Genius Oversight/Administration Pre-Employment Process (DOJ Oversight/KOJ Oversight) New Employee Orientation Classification Spec Update & Review Civil Service Rules Personnel Policies Update Department Assignments: City Attorney Finance Police Contact: T: (510) 747-4921 E: nwhite@alamedaca.gov	
Ally Almendarez - HR Analyst I			
Recruitments Leave Administration DMV Pull Notice Administration DOT Back-Up Personnel Policies Update Classification Spec Update Minimum Wage EEO4 Reporting Contact: T: (510) 747-4922 E: aalmendarez@alamedaca.gov		Department Assignments: City Clerk City Manager Information Technology Library	

Human Resources Contact

Shared Analyst Assignments

Supervisor Training
HRIS Systems
Electronic File Organization
File Retention, Scanning and Organizing Information
Salary Surveys

Department Assignments Include:
Recruitments / New Hire Processing & Orientation
Performance Management/Evaluations
Investigations & Discipline
Class & Compensation Reviews
Labor Relations

Contact:

T: (510) 747-4900 | E: hr@alamedaca.gov

Chad Barr - Admin Tech II

PT - Recruitment & Onboarding
PT - Processing (Offer letters, E-Verify, Neogov, Hire/Term, PARS)
PT - Munis (Personnel Actions, Job & Salary)
PT - Leave Administration & Tracking
PT - DOJ Administration (PT)
PT - DMV EPN
Civil Service Board & Pension Board
HR E-Mail Backup

Contact:

T: (510) 747-4911 | E: cbarr@alamedaca.gov

Kevin Garcia - Admin Tech II

FT - Processing (Hire, Termination, PERS, Increases, Acting)
FT - Munis (Personnel Actions, Job & Salary)
FT - Leave Administration & Tracking
DOJ Program Support
Performance Evaluation Management
Benefit Administration (Back-up)

Contact:

T: (510) 747-4915 | E: kagarcia@alamedaca.gov

Josiah David-Green - Admin Tech II

Benefit Administration, Enrollments, & PAs
Benefit Processing & Billing
COBRA Administration
RMED - Safety Retiree Benefits Processing
IDR Processing
Protected Leave Processing
HR E-mail Back-up
Back up New Hire Processing

Contact:

T: (510) 747-4919 | E: jdavidgreen@alamedaca.gov

Divya Rajput - HR Coordinator

HR E-Mail Primary
New Hire Processing (Offer Letters, Neogov, E-verify, DMV)
Recruitment Support (FT Recruitments)
DOJ Administration
FT - DMV EPN
Class & Comp Support
Retired Annuitant Tracking

Contact:

T: (510) 747-4900 | E: hr@alamedaca.gov

Lisa Llewellyn - Safety Coordinator

Cal OSHA Compliance
Safety Committee
Training & Compliance (Safety & Harassment)
Policies and Procedures (Safety Related)
Workers Comp & Interactive Process
PERS IDR Support

Contact:

T: (510) 747-4914 | E: lllewellyn@alamedaca.gov